

**D.C. OFFICE OF THE ATTORNEY GENERAL
GOVERNMENT OF THE DISTRICT OF COLUMBIA**



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 31-2015	POSITION TITLE: Information Technology Specialist (APPSW/SYSANALYSIS)
POSITION GRADE & SERIES: CS-2210-13/01	SALARY RANGE: \$82,627 - \$106,468 Annual *Please note this position is only Budgeted to the CS-13/10 \$106,468
OPENING DATE: May 29, 2015 CLOSING DATE: June 12, 2015	TOUR OF DUTY: 8:15 am – 4:45 pm (Full-Time) Monday - Friday
AREA OF CONSIDERATION: Open to the general public	PROMOTION POTENTIAL: None
WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Immediate Office 441- 4 th Street, N.W. Washington, D.C. 20001	NO. OF VACANCIES: One (1)
DURATION OF APPOINTMENT: Temporary Appointment - Career Service	Temporary Appointment (NTE 9/30/2015)

COLLECTIVE BARGAINING UNIT: This position is in the collective bargaining unit represented by AFSCME Local 2401 and you may be required to pay an agency service fee through direct payroll deduction

BRIEF DESCRIPTION OF DUTIES: This position is located in the Office of the Attorney General, Immediate Office and reports to the Chief of Staff. Incumbent serves as Software Programmer/Developer, technical expert and, as needed, provides guidance to a team of IT Specialists/Contractors. Develops long-range objectives, based on current user feedback, and knowledge of technological advances. Advises team on preliminary investigation and problem solving; analyzes areas of difficulty and defines problems with operating software. Coordinates evaluation of hardware and software used to support mainframe, minicomputer, and PC/LAN systems; reviews technical documentation, including function definitions, systems, systems flows, program flows, database designs, program specifications, cost and schedule estimates, test procedures, user manuals, software maintenances manuals, and operations manuals for mainframe systems. Conducts studies to improve the operating systems, which typically involve considerations of the latest developments in the IT field. Installs, designs, codes, tests, debugs, implements, and maintains critical portions of system software. Oversees systems testing, coordinates formal documentation preparation, and effects system release procedures. Responsible for all system software problem diagnosis and resolution. Identifies problems and develops alternative solutions; prepares recommendations for appropriate solutions; and conducts post-implementations evaluations of solution to determine adequacy, cost and performance. Monitors all computer operating systems and teleprocessing components. Coordinates with other staff to provide guidance in the timely identification and resolution of problems associated with system malfunctions; and ensures that standardized procedures are adhered to. Debugs business system programs and ensures that detained documentation describing new configurations and their operating characteristics are prepared as a supplement to operator instructions. Directs and controls system startup and restart procedures; controls the reassignment of equipment between systems; plans and implements new or revised operating configurations. Incumbent will also work on an IT review and strategic plan. Serves as an alternate to the Help Desk/Security Team in matters relating to the Office of the Attorney General. Represents OAG at meetings and conferences involving ADP systems. Performs other related duties as assigned.

QUALIFICATIONS: Candidates must have at least (2) years of specialized experience. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

Time-in-grade Restrictions: Time in grade restrictions must be met by the closing date of this vacancy announcement.

Substitution of Education: A substitution of education for required experience will be allowed as defined in OPM's Qualification Standards. However, in order to receive credit, applicants must submit official proof of educational attainment at the time of application.

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievement from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that includes the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

Ranking Factor #1: Knowledge of Federal and District of Columbia regulations and requirements and Office of the Attorney General's organization and administrative structure.

Ranking Factor #2: Knowledge of electronic data management, resource distribution, data flow, and system interactions of existing automated systems in OAG.

Ranking Factor #3: Knowledge of Microsoft Windows 95, 98, NT and 2000, Microsoft Office Suite, Microsoft Outlook, Microsoft SQL Server, IIS, ASP, VB, VBScript, Microsoft Access, HTML, Unix, Paperport OCR/Scanning Software, and Adobe Acrobat Software.

Ranking Factor #4: Skill in problem identification and resolution.

Ranking Factor #5: Ability to effectively communicate orally and in writing to develop requirements for software Applications.

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Eligible's for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

EMPLOYMENT BENEFITS: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

RESIDENCY PREFERENCE AMENDMENT ACT OF 1998: A person applying for a position in the Career Service, Education Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney in the Excepted Service (series 905) who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over a non-District applications, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment. APPLICANTS WHO FAIL TO COMPLETE, SIGN, DATE AND SUBMIT THE RESIDENCY PREFERENCE FOR EMPLOYMENT FORM WITH THEIR APPLICATION WILL NOT BE CONSIDERED FOR RESIDENCY PREFERENCE.

VETERANS PREFERENCE: Applicants claiming veteran's preference must submit official proof of the time of application.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

OTHER INFORMATION: A background investigation will be conducted.

HOW TO APPLY: Candidates may apply in person or send a **DC 2000**, Employment Application for the District of Columbia Government to the Office of the Attorney General for the District of Columbia, Human Resources Section, Suite 1100S, located at Judiciary Square: 441 4th Street, N.W. Washington, D.C. 20001. Candidates may send applications via e-mail to: OAG.Recruitment@DC.GOV. Resumes are not considered job applications therefore a DC-2000 must be submitted to receive consideration. Resumes will be accepted **in addition to**, the DC-2000. Inquiries related to employment and job applications should be directed to Doris Roseborough, Management Liaison Specialist (202) 724-7316. **To download Employment Application Form, DC-2000, visit our website at: www.oag.dc.gov.**

INFORMATION TO CANDIDATE: Applications received outside the area of consideration and/or after the closing date as well as **INCOMPLETE APPLICATIONS** will not be given consideration. **FOR THE PURPOSE OF EMPLOYMENT, RESUMES ARE NOT CONSIDERED COMPLETE JOB APPLICATIONS.** Therefore, to be considered all applicants **must** submit a **COMPLETED DC-2000 EMPLOYMENT APPLICATION.**

EEO STATEMENTS: The District of Columbia Government is an Equal Opportunity Employer.

EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation. Notice of Non-Discrimination: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF THE ATTORNEY GENERAL

